G.R.S. IX-5]

Previous references.

1922
(Finance S.)

File No. 74-21

Serial Nos. 2, 3, 4 & 9.

Later references.

RS 18-22 (14-17)
" 109-24-1-5, 8

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 4

35

Part B for September 1922

SUBJECT

Economy on the use of Stationery article

G.G. of I. E 1737-75 D/ 7.9.22 The Secys to Govt.
The Heads of Depts.
The Dy Commrs of dists.

Revised instructions in respect of the use of envelopes etc.

H.N. 10-11-22

Printed on the Multigraph.

G. R. S. III—3]

3981/21

3740/0

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Subd. Draft, directing the heads of Heads of Depts to return the Covers received by them through Local delivery to the office of despatch for being used again by pasting a slip to the Cut end, is put up for approval or other orders.

11/5/22

For appl.

Chiefly.)

This should be dealt with as urgent

11/5

Submitted with draft already put up. May it issue

11-5-22

from the 8th inst.

13.5.22

Genl: Sec:)

CHIEF SECRETARIAT
III
11 MAY 1922
MILITARY
MISCELLANEOUS
BRANCH.

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Issued

11/5

Ag. Pharmacist

Issued

6622-133
20.5.22

What about writing on both sides of a sheet of paper & remit only such slips as are needed

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record]

A. ~~Sebay~~ draft G.O. incorporating all the orders passed on this Committee has separately been submitted to the 1st Member for approval. The G.O. of 20 May 21 passed orders ~~requiring~~ on the use of both sides of paper is cited & this has been inserted also in the draft proposed

Gen: Sec:)

27.5.22

CB
30.5.22

Submitted

Vth Member)

55-1
6.2.

Seen
Recd
2.6.22

Seen Sam
6/6
CB

Submitted
The work is taken on hand presuming we are under orders

MB
7/6/22

Sanction No. M.5595-639/P&S 74-21-2 dated 6-6-22.

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

WD 1880—GPB—1 50 000—2-5-21

G.R.S.

D 4944/22

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.

P. 25

Please see the cover from Regr, with slip, in which the address is written. ~~Whether~~ What action has been taken has been reported to Govt. ~~Please~~ Please return the

15/6/22

16.6.22

CHIEF SECRETARIAT
III
16 JUN 1922
MISCELLANEOUS
D

pf 574-21—No 3+4-

From. The Auditor, Mysore Railways.
D.O.No. R 694 dated 10-6-22
The Meteorological Reporter.
No. 694 dated 10-6-1922

Forwards certain Suggestions regarding Economical use of Covers, to avoid Unnecessary expenditure of paper in the use of Covers ——

The Suggestion of the Meteorological Reporter exactly corresponds to the procedure which is now being adopted in the Residency and it is a point for Consideration whether the same procedure may not be adopted here also in view of the fact that the procedure is an improvement over the present system now in vogue ~~Since the cutting & pasting of Slips to Covers needs~~ ~~There will also be an appearance and neatness in the~~

N.B —Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permaner

Submitted for orders.

OSDN. 17-6-22 Cly:-

The procedure adopted in the Residency is also better than that suggested by the Auditor, Imperial Railways, and may well be adopted ~~by us also~~ throughout the State. A similar procedure is at present observed only in the case of confidential covers in the G.A.D. With office of the Chief Secretary's Memo Nr. M 5595-639/P&S 74-21-2 dt 6.6.22 about the action taken in the Secretariat to secure similar economy.

After return of the papers from the Chief Secretary, the case will be further worked up & submitted for orders in the P & R Sect.

(Chief Sec:)

CSR 18/6/22

Put up a draft directing the practice in the Revenue

Submitted with a draft G.M. as directed.

CSR 20.6.22

OSDN. 23-6-22 Cly:-

The draft may be approved.

CSR 23.6.22

Gen: Sec:

Revenue.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Secretary

28.6.22

14.7.22

G.O.

14/7

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

651-114
18.7.22

The Residency practice ~~is~~ to keep ~~a~~ copies. Part with the ships he pointed on via ~~Bom~~? If the former! ~~Expenses~~, issue will have to be made from the Stat by Chief Secy rec. he consulted.

Ilbert
21.7.22

To The Chief Secretary with Compliments,

21/7/22

CS
21.7.

~~Please report~~ Shall this be sent with the usual Statement of Remembrance in respect

HS
21/7 Draft
recd
25/7

(MMC) Draft G.O. Subd.

ips,
on

26.7.22

Please communicate
recd
27/

WS
27/

20-6-750 P.S. Dy 27-7-22
Issued.

G.R.S. III—3]

3981

Routine Notes.

To be used only for notes, requisitions, etc., not intended for permanent record.]

Mr. Asquith to communicate the suggestions shadowed in this certain instructions. He will by [illegible] on Tuesday

28/7

Mr. Asquith to communicate with Sir Edward Carson & Mr. Redmond about the suggestion in the enclosed Memorandum. If the means suggested are approved he will be prepared to make

[illegible]

1/8

1st Meeting

4-0 I.S.N. I shall be glad if [illegible] this can with the Chief Secy Tuesday next best - Wednesday excepted. about 3.30 p.m. The 8th Infy. may be asked to be present

Tues 3.30 pm [illegible] 7/8

Informed Asquith, Carson & Redmond by telephone Monday 8/8/22 10 a.m. just before [illegible] 8/8

N.B.—Should routine notes be written on small slips, the notes must be copied or slips pasted on this form.

Read

4.8.22

G. R. S. VI-2]

General and Revenue Secretariat.

File No. of 19 .

Serial No.

I have had a talk with Secy about these proposals. The Supdtg Engr being also present. The proposals are generally suitable & may, I think, be accepted with advantage.

Secy
10.8.22

~~If the suggestions meet~~
Mere perhaps clearing
2/8

Secy
10/8

Draft Subd

22.8.22

Secy
22/8.

General Secy

Secy
24/8/22

Secy
24/8

1903-42
2.9.22

Done as proposed
Secy
-9-22

4/9/22

NOTE—Contn. sheet.

Secy
5/.

Chief Secy

G. R. S. VI—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to——

General and Revenue Secretariat

( )

, the *191* .

Date of issue 6/6/22

Signed by Hr

Section P & S.9

File No. 74 - 21

Serial No 2

M 55-95-639

To Official Memorandum.

As it is found necessary to observe strict economy in the use of Stationery, the Heads of Depts are requested to see that all Covers received by them through Local delivery are cut open carefully on one side only and returned to the office of P.T.

over.

despatch after taking
the Contents so that the Covers
maybe used again.
by pasting Smale Slips
to the Cut end. By
such arrangements,
a Cover maybe used
at least half a
dozen times and
thus much Stationery
maybe saved.

By order

1875

Secy to Govt.

To Heads of Depts

List of enclosures.

Copied by

Examined by

CHIEF SECRETARY
III
16 JUN 1922
MILITARY AND
MISCELLANEOUS

D 4413/M

Mysore Railways.

P+S 74-21-3.

D.O. No. R. 114

Encs. 2.

Office of the Auditor,
Cenotaph Road,
Bangalore Dated 10th June 1922.

Dear Mr. Matthan,

Government have in their Order No. M. 5595-639/-P.&.S 74-21-2 dated 6th June 1922 impressed on its officers the necessity for economy in the use of covers and in this connection I enclose herewith two covers generally used on Railways to cover four journeys and would suggest that similar covers may be got printed for general use in the State to avoid unnecessary expenditure of paper in the making of covers.

In actual use the address already used is cancelled and the fresh address is written in the space available.

P.T.O.

Yours sincerely,

K. Matthan, Esq., B.A.,
Chief Secretary to the Government of Mysore,
Bangalore.

15/6/22

ON B. B. AND C. I. RAILWAY CO'S. SERVICE.

1st Journey.

To

OFFICE

2nd Journey.

To

OFFICE

3rd Journey.

To

4th Journey.

To

Journey. 187 FA22-47

The Auditor

Myrtle Re

OFFICE of the Auditor Baryone

2nd Journey.

OFFICE

3rd Journey.

H.S. Lalbagh
Bangalore -
July 3, 1922

My dear Sir,

I have herewith enclosed, an envelope, the directions printed on which explain its use. I think this is a better plan than asking the envelope to be opened and using it again as ordered in the recent G.O. on this subject.

Yours sincerely
H. C. Javaraya.

A draft on the lines recommended has already been submitted for approval. (Subject to Govt. Sanction 38

This may be kept along with those papers on return of the file

Secretary
11.7.22

11/7

11/7

O. H. M. S.

To

The___

From

O. H. M. S.

To

he_____ _____

_____ _____

_____

From_____

_____

_____

O. H. M. S.

To

The_____

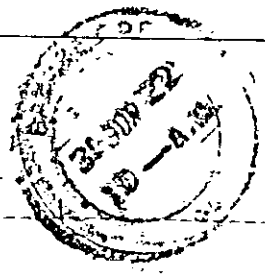
_____

_____

From_____

_____

_____



O. H. M. S.

To

The Secretary
Govt Botanical Gardens
Lal Bagh
Bangalore

From_____

Office of the Accountant General
Central Revenues

SGPI Delhi—303 DAGCR—13.5.22—5,500

*No.*_____ **ON HIS MAJESTY'S SERVICE.**

Please fasten envelope by applying paste to the bottom edge and open by cutting through line of perforation.

This envelope should be used again and again by writing the address on the next upper division or by affixing a fresh slip.

CHIEF SECRETARY
13 JUN 1922
MISCELLANEOUS

No. 697.

D 4367/m

P & S. 74-21-4.

From

C. Seshachar, Esq., M.A.,

Ag. Meteorological Reporter,

Mysore Government.

To

The Secretary to the Government of

His Highness the Maharaja of Mysore,

General Department.

13 JUN 1922

Dated Bangalore, the 10th June 1922.

Sir,

With reference to the Official Memorandum No. M.5595-639/ P. & S. 74-21-2 dated 6th June 1922 issuing instructions regarding the economic use of covers, I have the honour to submit that by pasting slips across the flap of the cover as per sample enclosed the same envelope may be used several times by only renewing the slips.

I have the honour to be,

Sir,

Your most obedient servant,

C. Seshachar

Ag. Meteorological Reporter,
Mysore Government.

Y.S.

1921-22

From

The Ag. Meteorological Reporter,
Mysore Government

To

The Secretary to the Government of
H.H. the Maharaja of Mysore,
General Department.

Dated
Despatched } 10th June 1922.

Received

Register No. 697

S U B J E C T

Submitting that regarding the economic use of covers by pasting slips across the flap of the cover, the same envelope may be used several times by only renewing the slips.

No. 697.

ON MYSORE GOVERNMENT SERVICE

ECONOMY. FASTEN envelope by pasting the slip across the flap.

OPEN by cutting this slip and not the

To. The Secretary to the Govt. of
H. H. the Maharaja of Mys
General Dept.,
Srinivasaraj Bangalore

ON HIS MAJESTY'S SERVICE.

STEN envelope by pasting this slip across the fla

IONAL ECONOMY. OPEN by cutting this slip and not the cap.

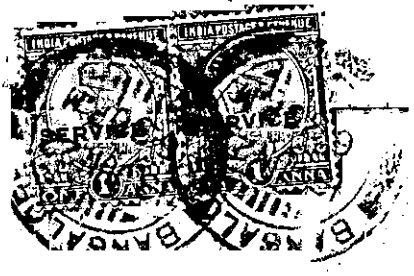
D. O. 58.

To

K. Mathai Esq., B.A.,
Chief Secretary to the
Government of H.H. the
Maharaja of Mysore,
Bangalore

~~Mysore Resident's~~ Office.

Coorg Secretariat.



I. R. S. VI—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to———

General and Revenue Secretariat

( )

, *the* *191*

Date of issue 27.7.22

Signed by W. H. R.

Section P.S.

File No.

Serial No

No. P.750-

Dear Sir,

The Chief Secretary desires to discuss with you some details connected with the ~~ceremonial~~ ceremonial use of the Viceregal Couch, & would be glad if you can arrange to meet him in his office room during office hours on Friday the 28th inst.

Yours sincerely

Secretary

27/7

over.

D. B. Ramachandra Hedge

The following instructions may be issued in the matter of economis-
in the use of covers with a view to make use of them as often as
ossible and reduce cost incurred on them:-

Covers may be classed under the following heads

(i) Those sent by hand

(ii) Those conveyed by post

nd these again fall under three categories, viz.,

(i) [illegible] addresses have been printed

(ii) Those on which printed address slips are pasted and

(iii) Blank covers with blank slips.

2. Covers on which addresses are printed if sent by hand will have a blank slip shorter on either side than the width of the cover pasted over the flap without the flap itself being gummed. The addressee will merely tear open the slip to get at the contents without injuring the cover. These covers will be collected and returned in batches to the office of issue for being used again. This arrangement is more to use up the existing stock of printed covers and also to meet the demand of covers on which addresses are to be printed where they are quite obligato Vide sample No. 1.

3. Such covers when transmitted by post will have the blank slip pasted over the flap with instruction to the Post Office to impress its stamp on the slip only. These covers will also be similarly collected and returned to the office of issue in batches. Vide sample No. 2.

4. When the existing stock of printed covers is over instead of pasting blank slips on the flaps address printed slips may be pasted on the flap. Vide sample No. 3.

In cases where the printing of the addresses on covers is not obligatory blank slips may be pasted on the flaps and used either for hand or for post in which case the addresses have to be written on the slip Vide sample No. 4. But if the address printing is absolutely for the sake of saving handwriting, slips with the required common addresses printed on them as as to use them for various officers bearing that designation should be pasted over the flaps of blank covers. The receiving

ing Officer

eceiving Officer should use the same cover pasting over its flap a
ce/sh slip.

6. When these covers are conveyed by post, the Post Office will mpress its stamp on the face of the slip only, and not anywhere else n the cover. Vide sample No. 5.

7. In cases where long covers have to be used for routine and unmportant correspondence, slips with perforated cages may be pasted ove he flaps, one cage being pasted and utilised each time the cover is se ut. Such covers will be specially useful for hand delivery only. Vide sampl o. 6.

8. All covers used for purposes other than those referred to above, nd are transmitted by post, should have a blank slip shorter in width n either side, than the covers pasted over their flaps. Vide sample o. 7.

9. The use of covers should be minimised as far as practicable and ombined letter-covers will be more frequently resorted to. Vide sample o. 8.

10. The supply of covers for all Offices will be reduced by 50% in v their economical use as outlined above.

Superintendent.

To

A. R. BANERJI, ESQ., C.S.I., C.I.E.,

Dewan of Mysore.

A. R. BANERJI, ESQ., C.S.I., C.I.E.,

Dewan of Mysore.

Postal stamping will be done on this side.

To

A. R. BANERJI, ESQ., C.S.I., C.I.E.,

Dewan of Mysore.

Space for Postal Stamping

Deputy Commissioner,

District.

.O. No. 6. 1737-95/P&S. 74-21-1,
7.9.22 30 /

Official Memorandum.

In continuation of Govt. Order N
.5501-60/P&S 74-21-1 dated the 1st June 1921
nd Official Memorandum No.M.5595-639/
&S 74-21-2 dated the 6th June 1922, the
ollowing revised instructions in respect
f the use of envelopes are issued:--

(1) Envelopes should be fastened by
asting a slip over the flap, without the
lap itself being gummed, and the address
and other details ~~will be~~ written or
printed on this slip. The addressee
will, in opening the envelope, merely
cut across the slip without injuring the
flap, so that the envelope ~~could~~ can be used
again by pasting another similar slip.

(2) In the case of envelopes transmitted
by post, the flap should contain instruc-
tions to the post office to impress its
stamp on the slip only, even in the cases
of envelopes on which the names of ---
addressees have already been printed.
Envelopes should be collected and return-
ed to the office of issue as already
directed in the O.M. referred to above.

(3) In the case of long envelopes, slips
with perforated cages may be pasted over
the flaps only one cage, namely, the
outermost one on which the address is
written, being gummed and utilised each
time the cover is sent out.

(4) Wherever practicable, combined
letter-envelopes should be brought into
use and the use of separate envelopes dispensed
with.

(5) The Superintendent, Government
Printing and Stationery will print slips

to suit the several sizes of envelopes and supply them to the several offices ~~together along~~ with the combined letter-envelopes ~~also~~.

(6) The supply of envelopes to departments will be reduced by 50 % as the abovementioned general observance of the ~~practice~~ ~~mentioned above~~ is expected will result in considerable saving in envelopes.

By Order,

24/8/22

General Secretary to Govt.

To

The Secretaries to Government.

The Heads of Departments.

" Deputy Commissioners of Districts.

Ref 22/8

Rec 4-9-22

1 Encl 6/9/22.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. E. 1737-95—P. & S. 74-21-9, dated 7th September 1922.

Envelopes.

Issuing detailed instructions in regard to economising the use of ——.

ORDER No. E. 1737-95—P. & S. 74-21-9, DATED 7th SEPTEMBER 1922.

OFFICIAL MEMORANDUM.

In continuation of Government Order No. M. 5501-60—P. & S. 74-21-1, dated the 1st June 1921 and Official Memorandum No. M. 5595-639—P. & S. 74-21-2, dated the 6th June 1922, the following revised instructions in respect of the use of envelopes are issued.

(1) Envelopes should be fastened by pasting a slip over the flap, without the flap itself being gummed, and the address and other details written or printed on this slip. The addressee will, in opening the envelopes, merely cut across the slip *without injuring the flap*, so that the envelope can be used again by pasting on it another similar slip.

(2) In the case of envelopes transmitted by post, the flap should contain instructions to the post office to impress its stamp on the slip only, even in the cases of envelopes on which the names of addressees have already been printed. Envelopes should be collected and returned to the office of issue as already directed in the Office Memorandum referred to above.

(3) In the case of long envelopes, slips with perforated cages may be pasted over the flaps only one cage, namely, the outermost one on which the address is written, being gummed and utilised each time the cover is sent out.

(4) Wherever practicable, combined letter-envelopes should be brought into use and the use of separate envelopes dispensed with.

(5) The Superintendent, Government Printing and Stationery, will print slips to suit the several sizes of envelopes and supply them to the several offices together with the combined letter envelopes.

(6) The supply of envelopes to Departments will be reduced by 50 per cent as the general observance of the above instructions is expected to result in a considerable saving in envelopes.

B. VENKOBA RAO,
Genl. Secy. to Government.

To—The Secretaries to Government.
The Heads of Departments.
The Deputy Commissioners of Districts

Exd.—K. P. S.

W D—449—GPB—15-9-22—350